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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:		EXTENSION	NO. FBIS-0004/85	25X1
Director, Foreign Broadcast Information Service			DATE 3 January 1985	25X1

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. Executive Assistant DDS&T Room 6E45 - Headquarters				Attached is information you requested on FBIS task forces.
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FBIS-0004/85
3 January 1985

MEMORANDUM FOR: Executive Assistant/DDS&T

FROM: 25X1

Director, Foreign Broadcast Information Service

SUBJECT: Excellence, Continued

REFERENCE: Your Note of 26 Dec 84, Same Subject

Joyce:

1. The attached provides an updated listing of task forces being used by FBIS to solve specific problems. As you can see from the list, we have indeed found this method to be an effective means of involving employees at all levels in addressing particular problems.

2. In regard to the task forces mentioned in my memo of 3 August, two journeyman-level task forces, on recruitment and orientation, are described in the attached. The CDO task force convened once and made some recommendations which have been accomplished, or are being looked into. For example, PMCD approved dual-career track type positions in Prod and AG. The other groups are looking into either separate recruit-ment task forces of the type Prod has or an inter-group task force. Some recommendations on training were incorporated into a training needs assessment for OTE, which has already adopted some suggestions, such as tutorials on scientific subjects for non-scientific people.
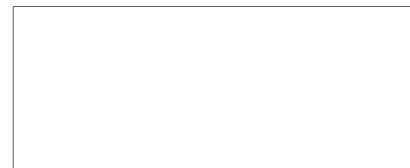
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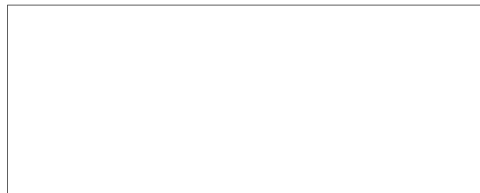
Attachment

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LISTING OF FBIS TASK FORCES

Planning and implementation of the FBIS Modernization Program has involved a number of task forces, including personnel from the Systems Development Staff (SDS) and the various groups within FBIS, as well as other Agency and contractor personnel. Some of these task forces have already accomplished their jobs. These include:

-- A multilingual task force composed of SDS and Production Group personnel which defined the multilingual requirement for Modernization and prepared the specifications.

-- An INTERNET task force comprised of SDS and Operations Group personnel which defined a policy for an INTERNET concept of operations.

-- An Edit Trace task force composed of SDS, contractor, and Operations Group personnel which defined the edit trace requirements and selected options for Modernization.

Several other Modernization task forces are still involved in their work. These include:

-- A security task force, including contractors, SDS, ORD, and ISSG personnel, is charged with defining the security policy for Modernization and preparing the specifications.

-- A SAFE evaluation task force made up of SDS, contractor, and Analysis Group personnel is defining storage and retrieval requirements and evaluating SAFE as a potential system for FBIS.

-- An RFP documents task force of SDS personnel and contractors is involved in writing the major documents for the automation RFP.

In addition to the Modernization task forces, FBIS has a number of other task forces working on specific projects:

-- In response to a request from DDI office directors, FBIS recently created a task force to address the question of "live" foreign television for DDI analysts, establishing DDI requirements and identifying and costing the options. The task force has set a target date of 1 Feb 85 for the submission of recommendations to the DDS&T.

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-- A team from the Analysis Group is involved in testing and evaluating ORD-sponsored research and development on a "rule-based" retrieval system, one of ORD's continuing projects in the area of Artificial Intelligence. This FBIS-ORD cooperative effort is helping to keep a promising R&D project focused on the real needs of prospective users.

-- A database enhancement task force in the Analysis Group is developing new segments of the PASKEY thematic coding system and designing an experimental index of selected Soviet materials in response to special interests of the NIO/USSR-EE.

-- A MIDAS space task force composed of Operations Group, Executive and Planning Staff, Administrative Staff (Logs), and SDS personnel is developing priorities for the use of space selected in Key Building for a computer center to house the next generation of the automated Daily Report system. They will be working closely with the architect (scheduled for a meeting the second week in January 1985) to ensure both technical and operational needs for the computer center are met.

-- An IBM Applications Task Team has been established in the Operations Group to devise centrally coordinated Headquarters guidance to field bureaus on "core" applications for their new IBM personal computers.

-- A Publications Working Group was created in Production Group to ensure that FBIS officers are receiving all open sources of possible intelligence value, especially those covering economics and science and technology. Members of the group consult with consumer analysts and with libraries which receive foreign publications and visit publishing houses and academic and research institutions in target countries to turn up new sources and improve procurement.

-- The MAT/MT task force is composed of members from Production Group's three divisions to analyze foreign language operations that could be automated. The group identifies current computer technologies to be tested and evaluated as to their suitability for application to foreign language tasks.

-- An Orientation Working Group was originally created in Production Group to draw up a comprehensive checklist for new employees. This checklist includes all the procedures, regulations, and services that any FBIS/Production Group employee should know about and is designed to assist the program chief in imparting this information to the first-year employee. Subsequent activities of the task force include monitoring the distribution of the checklist to all new employees, as well as updating and revising the information provided.

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-- The Production Group Recruitment Task Force was formed to oversee the recruitment of language officers. The task force has achieved the following: produced and maintained flyers for use in mail campaigns, at conferences, and on recruiting trips; prepared guidelines and procedures to be used by officers in making initial and subsequent contact by phone with applicants; instituted procedures for direct mailing of FBIS translation tests and PHS packets to applicants; established procedures for regular review and follow-up action of applicants in process and under consideration; provided a point of contact in the divisions for recruitment information and for briefing officers going on recruiting trips; and contacted personnel in DO and DI to become aware of recruitment problems, needs, and experiences, as well as to coordinate plans and efforts.

DDS&T/FBIS   (3Jan85)   25X1

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